

**Los Angeles City Councilmember Mitch O'Farrell
Hollywood Street Closure Committee**

Background & Guidelines

Background:

In 2003, then-Councilmember Eric Garcetti formed the Hollywood Street Closure Committee in response to the increasingly high volume of street closure requests that the city receives for Hollywood Boulevard. This committee is an advisory committee to the Council Office which meets monthly to evaluate significant street closure requests and address the concerns of residents and businesses.

The committee consists of representatives from the Neighborhood Councils, the business community, and establishments in Hollywood.

The committee is facilitated by the Council Office and meets the first Thursday of each month at 9 am, on an as needed basis. Presenters are asked to prepare a 5 minute presentation on the event details and street closure logistics. After a Q&A session, presenters will be asked to leave the room so that the committee can make its decision. If the presenter is a committee member, he/she will not be permitted to vote. A decision from the Council Office will be made within 1-2 weeks of the presentation. **Event organizers are encouraged to present before the committee at least a month prior to the event.**

Presentation materials required include:

- One-page summary of event details
 - Event background, location, schedule, and organization's contact info
 - **An on site contact/cell phone number must be provided**
 - Street and sidewalk closures requested
- Site plan and scale drawings, including -
 - Streets and sidewalks
 - Equipment set up- barricades, stage, bleachers, red carpet, ect.
 - Circulation flow for pedestrians and vehicles within closure

Purpose:

The goal of this committee is to provide a means of communications between the city and the community in regards to special events that require street closures. This committee serves as an advisory group for the Council Office to ensure street closures requests are reasonable and appropriate for the Downtown Hollywood area.

Guiding Principle:

Special events often impact business, residents, and commuters. This committee will evaluate the collective impact of all special events and their requested street closures to ensure that there is a balance between economic benefits and impact to Hollywood stakeholders.

Guidelines:

This document serves as a guide to the Council Office, the Committee, and those seeking street closures in Hollywood.

Hollywood is a unique part of the City that often attracts special, traditional, and unique events. In order to accommodate special events, the public right of way needs to be temporarily close. However, many of these events benefit the community in various ways and to this end, the following guidelines apply:

- All special events in Hollywood requiring street **and/or sidewalk** closures must present to the committee if:
 - Requesting a full or partial closure of Hollywood Blvd or Sunset Blvd, between La Brea Ave. and Gower St.
 - Area bounded by the Hollywood Entertainment District and Sunset/Vine Business Improvement District
 - Maps can be found at: <http://www.hollywoodbid.org> or <http://www.sunsetandvinebid.org>
 - Requesting street closures that may significantly impact traffic during morning/evening rush hour or held on weekend evenings (Thursday to Saturday)
 - **Sidewalk closure necessitates closing the sidewalk in such a fashion that does not allow for a temporary pedestrian walkway, thus cutting off sidewalk access to certain businesses and stakeholders**
 - EXCEPT distinctly Hollywood traditions (such as the Academy Awards, the Hollywood Christmas Parade, ect) and if the Council Office feels that the request is not significant enough to warrant a committee recommendation.
- Committee members include:
 - Voting community representatives
 - Neighborhood Council
 - Hollywood Hills West
 - Central Hollywood
 - Hollywood United
 - Business Community
 - Chamber of Commerce
 - Business Improvement District
 - Cahuenga Corridor Coalition
 - Examples of Hollywood Blvd Representatives
 - CIM Group (Highland & Highland Complex)
 - TCL Chinese Theatre
 - El Capitan Theatre
 - Hollywood Roosevelt Hotel
 - Jimmy Kimmel Live
 - Madame Tussauds
 - \$10 Store

- Starline Tours
 - Hard Rock Cafe
 - Additional Representatives
 - Council District 4
 - Blessed Sacrament Church
 - Avalon Hollywood
 - Capitol Records
 - Non-merchant advisors
 - Bureau of Street Services
 - Department of Transportation
 - Los Angeles Police Dept.
 - Los Angeles Fire Dept.
 - Entertainment Lighting Services
 - Metro
 - Film L.A.
 - All Committee members, as a voting or non-voting member, are strongly advised to notify their constituency (Ex: Neighborhood Council representatives will inform their stakeholders via e-mail, website, ect) on all events presented before the committee.
- Special events appropriate for Hollywood are not set in stone, but the following have been tendencies shared by the community:
 - Supported events (with conditions) *see next page*
 - Movie Premieres
 - Major entertainment events (related to film, television, radio, recording, and live theatre)
 - Academy Awards
 - Hollywood Christmas Parade
 - Discouraged Events
 - Events not related to the Hollywood entertainment industry
 - Street concerts/fairs
 - Parades
 - Athletic/sports-promotion events
 - Halloween, New Year's Eve, and Valentine's Day events
- All street closure requests should be mindful of their potential impact. As a result, the committee will work to ensure that each event use the minimal amount of time and public-right-of-way necessary for the event.
 - To the extent possible, street closures should try to avoid:
 - A full street closure
 - Morning/evening rush hour traffic
 - Weekend evenings (Thursday to Sunday)
 - Sunday morning (esp. if churches are nearby)
 - Back to back street closures
 - Multiple days
 - Using parallel streets

- Closing Highland Ave or Sunset Blvd.
- Possible additional traffic mitigations include:
 - Changeable message signs at the key gateways, announcing to vehicles upcoming street closure details
 - Increased white-glover traffic officers on site
- **Conditions for supported events include:**
 - No more than one event per day, per venue
 - No more than three requested votes by email per year, per venue
 - No email votes may be requested less than one week in advance of the event
 - No more than three full street closures per year, per venue - with exceptions to be decided by the committee, and not to exceed an additional two full street closures per year, per venue.
 - All full street closures must include CMS signage alerting stakeholders
 - Full sidewalk closures should include the setup of a pedestrian walkway. If this is not possible, the event organizers should use the following mitigations:
 - On-site personnel to help direct pedestrians to nearest crosswalks, etc.
 - Signage directing pedestrians
 - Direct engagement with immediate stakeholders at least one week in advance to formulate a game plan and exchange contact information for that day
 - Load-in the night before (or early AM) is encouraged so as to minimize sidewalk impact.
- For events new to Hollywood or for organizations not familiar with the typical street closure, basic standards for full, westbound, and eastbound Hollywood Blvd closures from Highland to Orange available from Council District 13 upon request.

